



QUESTIONS?

If you have any questions regarding the program or application process, please contact:

Emily Jarzen
City of Newport
Historic Preservation Office
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HISTORIC PLAQUE PROGRAM APPLICATION - PART I

Property Address: _____

Applicant's Name: _____

Address: _____

Phone and email: _____

Please submit Part I with at least one clear, current photograph. This photo should appropriately show the architecture and features of the building or structure. Any additional details are welcome. Label all photographs on the back with date of the photograph, the property address and the applicant's name. Photographs will not be returned. Digital images are acceptable, and should include all the above information in the email or digital program.

RETURN TO:

CITY OF NEWPORT
HISTORIC PRESERVATION OFFICE
998 MONMOUTH STREET
NEWPORT, KY 41071

CITY OF NEWPORT

HISTORIC PLAQUE PROGRAM



SHARING OUR HISTORY

The City of Newport boasts a large collection of historically significant buildings. These are residential, commercial, and institutional structures. To recognize these properties and their place in our collective past, the Newport Historic Preservation Office has instituted a Historic Plaque Program to share the history of these buildings and our community.

ELIGIBLE STRUCTURES

Any structure within the City of Newport that meets one or more of the following criteria:

- Its value as a reminder of the cultural or archeological heritage of the city, state or nation.
- Its location as a site of a significant local, state, or national event.
- Its identification with a person or persons who significantly contributed to the development of the city, state or nation.
- Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, state or nation.
- Its value as a building that is recognized for the quality of its architecture, and that retains sufficient elements showing architectural significance.
- Its characteristic of an architectural style.

Structures should generally be 50 years or older, although some recent past structures may qualify. Properties should retain sufficient architectural detail to qualify as having characteristics of an architectural style or styles. They do not have to be the work of a master builder, designer or architect, but simply convey their history through architectural elements. Properties that are the site of a significant local, state or national event, or which identify with a person or persons who significantly contributed to the development of the city, state or nation also qualify. Each qualifying building will receive a Newport Register number, which will be kept in the plaque property file.

How the program works

HOW DO I GET A PLAQUE?

Please fill out a Part I application (see back of brochure). Once received, City staff will review the application and determine if the property meets the eligibility criteria. The Part I is very short, and simply requires the address and applicant information, as well as a photograph of the building.

If the Part I is approved, the applicant must fill out Part II. Part II includes the historical research section of the application. The fee for the plaque must be submitted with the Part II.

PLAQUE COST

The plaques are currently \$97.00.

If you decide to utilize a consultant to perform the required research, you will pay an additional research fee directly to the consultant.

RESEARCH

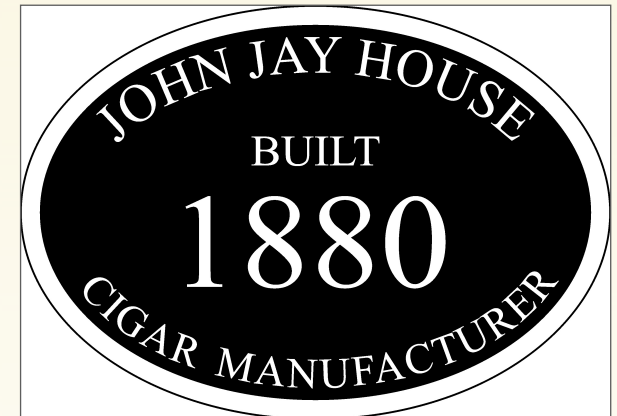
The Plaque Program requires some research into the history of your building. City and County records and the Campbell and Kenton County Public Libraries are all sources of information. Please request a research guide from the preservation office for more information and tips.

UTILIZING A CONSULTANT FOR THE RESEARCH

If you would prefer to have the research performed for you, City staff has a short list of consultants who are willing to perform house history research for the Newport plaque program for a fee. This fee is set by and shall be paid directly to the consultant. Contact the Historic Preservation Specialist for the consultant list.

WHAT HAPPENS AFTER THE APPLICATION IS COMPLETE?

City staff will verify the information once Part II of the application has been submitted and will order the plaque for you. Please allow 8-12 weeks for delivery.



WHAT INFORMATION IS INCLUDED ON THE PLAQUES?

The oval bronze plaques are roughly 9 ½" long by 7" high. They will have the construction date prominently displayed in the center, stating either "Built" or "Circa" in the second line. Each applicant will be able to customize the wording at the top and bottom of the plaque as long as the maximum letter/space count is not exceeded. Please remember that the allotted space includes BOTH letters and spaces. Suggested information is a name associated with the history of the residence or business, the original owner's profession, or name of the original business. If desired, the building's neighborhood can be substituted for the information on the bottom line. Only verifiable historic facts will be allowed. City Staff will assist in the final wording and layout for the plaque.